

NOV 26 2014

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
November 18, 2014**

TOWN OF ELLINGTON
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Members present were Mary Blanchette, Mary Clements, Richard Petrucci, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Peter Nickerson was excused as absent, and Janet Wieliczka was absent. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum –There were two citizens present at this meeting, Debi Cormier and Cheryl Chamberlin, both staff members.
- III. Approval of Minutes of the October 2014 Meeting - The minutes were reviewed by members present and were unanimously approved as written (Blanchette/Petrucci).
- IV. Treasurer's Report –Marcia Downs circulated the Treasurer's Report for the month of October 2014. The report was read and reviewed.
- V. Current Year Budget – The Budget for the year 2014 – 2015 was reviewed. All items are within acceptable spending amounts thus far.
- VI. Library Director's Report –Sue Phillips distributed copies of the Director's Report dated 11/18/2014. The report was read and discussed. The Staff Members greatly enjoyed the appreciation luncheon provided by the Board on November 5th and 6th. Special thanks to Mary Clements for arranging everything. Also, two historic items which have been stored here in the library have been passed to the Ellington Historical Society for safe-keeping. They are the small rocking chair that was housed on the stage in the Upstairs Meeting room, and the Wadsworth house chimney stone that was stored in the Library Director's office. The chair has no documentation, but the chimney stone was once displayed at the Nellie McKnight house.
- VII. Friends of the Library Report – The Annual Holiday Cookie Sale is scheduled for Sunday and Monday, December 21 and 22, 2014. The cookie tray assembly will be on Sunday morning December 21st. Donations are always gratefully accepted.
- VIII. Old Business – 2015 Meeting Schedule – A motion was made and unanimously accepted (Blanchette/Petrucci) to approve the 2015 Meeting Schedule as written. A copy of the schedule is attached.
- IX. New Business – i. – Capital Improvements – Requests for Capital Improvement Projects for the next fiscal year are due by 12/01/14. Sue Phillips will submit the requests as previously written, with the quote for the bathroom renovation of \$94,500.00 as the next project. A motion was made (Clements/Blanchette) and unanimously approved to submit the bathroom renovation as the Capital Improvement Project for the 2015-2016 fiscal year. ii – Winterfest 12/06/2011 – The annual Winterfest will be held on December 6, 2014. The Board of Directors will continue the tradition of serving refreshments during the event. Programs will be scheduled throughout the

library building as well as on the town green. - iii – December Meeting/Dinner – Due to previous engagements, many Board members will be unable to attend the December Meeting and Dinner. Thus, both events have been cancelled for this year. Next, a motion was made (Blanchette/Petrucci) and unanimously passed to add to the agenda a discussion of replacing the building's broken water fountains. The broken unit upstairs has been removed from the wall and needs replacement, and the downstairs also needs to be replaced. Sue Phillips has received a quote to replace these to be as similar as possible to the original ones at \$1200.00 per piece, with the complete project costing about \$6800.00 for both, which includes installation. Another motion was made (Blanchette/Petrucci) and unanimously passed to approve the project to replace the water fountains up to a total expense of \$8000.00, for both parts and labor. It was agreed that some research will be done concerning the paneled areas around both sites to determine the best methods for replacement.

- X. Trustees' Concerns – Mary Blanchette commented that she has noticed that the front doors to the building have been left open. She was concerned that someone should contact a repair person in the event that Sue Phillips isn't on site. Sue Phillips said that the staff knows who to call for this repair, and it is usually taken care of in a timely manner, sometimes needing to be scheduled around nights and weekend hours of operation.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:00 PM (Clements/Blanchette), unanimously.

Respectfully submitted,

